

Department of the Treasury — Internal Revenue Service
SPEC Volunteer Site Information Sheet

Purpose: Information from this form is used by our IRS toll-free assistance line to help taxpayers locate the nearest volunteer tax preparation site. Please carefully **review and update** the information below to correct missing **and/or existing** information. Once complete, return to your local IRS contact. **Once this form is submitted, if the site information changes, immediately contact your local SPEC contact person.**

SITE General Information

Site Name:		Is the site an Appointment only Site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site Address:		Appointment Phone Number	
City, State, ZIP:		Name of Site Contact for Appointments	
County:		Program Type: VITA, Military, AARP, TCE	
Site ID Number (SIDN)		Federal e-file	<input type="checkbox"/> Yes <input type="checkbox"/> No
		State e-file	<input type="checkbox"/> Yes <input type="checkbox"/> No
First day open/ Last day open	/	Is the site open to public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Languages Offered at Site			

Schedule

Day	Time		Comments (e.g. holiday closures, alternative opening times)
	Open	Close	
MON			
TUE			
WED			
THUR			
FRI			
SAT			
SUN			

Site Coordinator or Contact

Name:		Best Time to Call:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Mailing Address:		Email Address:	
City, State ZIP:		Is this a revision of information you previously provided for this year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone Number:		Date of this revision	

IRS Use Only

Date Form 13715 Received in Territory Office	
Territory Manager Approval (Signature & Date)	
Date STARS Updated	
SEID of employee who updated STARS	

Privacy Act Notice – Our legal right to ask for information is 5 U.S.C. 301 and 26 USC 7801.

The primary purpose of asking for this information is to assist us in providing services to taxpayers at sites supporting IRS volunteer income tax preparation and outreach programs. We may provide information to volunteers who coordinate activities and staffing at taxpayer assistance sites.

For more information about uses, see the Privacy Act notice for the Taxpayer Assistance Reporting System (STARS) in the Federal Register: July 19, 2004 (Volume 69, Number 137) [Notices] [Pages 43055-43056]

Your response is voluntary. However, if you do not provide all or part of the requested information, the IRS may not be able to provide accurate information regarding the locations and services at volunteer tax preparation sites.